

Communication Action Team
Meeting Notes
May 25, 2005

Attendance Kimberly Avery, Julie LeBlanc, Earl Whitlock, Katherine Edgren, Tandy Bidinger, Pamela Hall, Barbara Schoen

Meeting Overview
(25 words or less) Team reported on their progress with the assigned action items. Team brainstormed some key messages to deliver.

Meeting Notes

1. Kim reported on status of stakeholder and champion databases and will have list of missing addresses for next meeting.
2. Group discussion on identifying additional groups to review the “public involvement evaluation form”.
3. Team worked on refining key messages.
4. Next steps were discussed and assignments were made.

Action Items

1. Pamela Hall will speak with “You Decide” coordinator to see if they would be interested in evaluating our “public involvement evaluation form”
2. Tandy will have “United We Ride” group to review the evaluation form.
3. Kim will continue to create the database and will provide a list of missing addresses.
4. All Team members where asked to Develop the key messages further and define what the message will be.

Proposed Agenda Topics For Next Meeting

1. Review Action Items (Team Leaders will report out on their progress)
2. Complete Key Message development.
3. Brainstorm what should be in the public involvement bookle
4. Future meeting dates
5. Next steps

Next Meeting Dates

1. Monday, June 27, 2005 at 9:30am – 11:00am
Brighton Maintenance Garage, 10102 East Grand River, Brighton, MI

